



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Radio Station Administrative Assistant
DEPARTMENT: Health Department
CLASS: Part-time
SALARY: DOE
OPENING DATE: February 11, 2016
CLOSING DATE: February 24, 2016

SUMMARY OF JOB DUTIES:

This position is under the direction of the Radio station General Manager/Program Manager. This position will perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. This position may design, produce and disseminate promotional materials. This position will cross train to assist in other radio station operations and activities including audio production and broadcasting. All functions of this position will be performed in accordance with any applicable collaborative or affiliate source protocols, directives, applicable guidelines and the requirements of any originating broadcast sources, as well as any applicable Federal agency regulations.

ESSENTIAL FUNCTIONS:

- Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.
- Provide information regarding activities conducted at radio station.
- Operate telephone system to answer, screen and forward calls, provide information, take messages and schedule appointments.
- Greet persons entering station, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Transmit information or documents to customers, using computer, mail, or facsimile machine.
- Perform administrative support tasks such preparing requisitions, scheduling and communicating with maintenance and service providers, and operating calculators or computers to work with pay records, invoices, balance sheets and other documents.
- File and maintain records.
- Collect, sort, distribute and prepare mail, messages and courier deliveries.
- Process and prepare memos, correspondence, travel vouchers, or other documents.
- Receive payment and record receipts for services.
- Attend community events, meetings, or conferences to promote organizational goals and solicit participation and commercial sponsorship.
- Create or update-volunteer records.
- Assist with processing all correspondence and paperwork related to accounts.

- Assist with preparing and distribute promotional plans, sales literature, media kits, and sales contracts, using computer.
- Other tasks as assigned.

EDUCATION, EXPERIENCE & SKILLS REQUIRED/PREFERRED:

- High school diploma or GED. Higher education preferred.
- Computer literate and familiar with operating office equipment.
- Good verbal and written communications skills.
- Experience working with Native American communities and in media environments is preferred.
- Must submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume will not be accepted in lieu of a completed employment application. All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-353, Section 703 (702-71) and Public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services available upon request to individuals with disabilities.